

# City of Alexandria, Virginia

## DEPARTMENT OF FINANCE

### REPORT FOR TAX ON MEALS AND BEVERAGES SOLD

(City of Alexandria Code Section 3-2-241 through 3-2-252)

<b>REPORTING PERIOD:</b> (Month/Year)	
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Owner Name \_\_\_\_\_ Federal I.D. Number \_\_\_\_\_

Trade Name \_\_\_\_\_ Business License Number \_\_\_\_\_

Business Location \_\_\_\_\_

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1. Meals and Beverage Sales (Excluding Alcoholic Beverages)	\$ _____
2. Alcoholic Beverage Sales	\$ _____
3. Taxable Sales (Line 1 plus Line 2)	\$ _____
4. Tax Due (3% of Line 3)	\$ _____
5. Non-Taxable Sales (T-shirts, Souvenirs, etc.)	\$ _____
6. Tax Exempt Sales	\$ _____
7. Total Sales Not Subject to Tax (Line 5 plus Line 6)	\$ _____
8. Total Gross Sales (Line 3 plus Line 7)	\$ _____

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Penalty for Late Payment: If the report and payment of the tax are made after the last day of the calendar month following the month being reported, add penalty and interest as follows:

9. Penalty for Late Payment (10% of amount on Line 4 or \$10, whichever is greater)	\$ _____
10. Interest (Rate of 10% per annum on sum of Lines 4 and 9)	\$ _____
11. TOTAL TAX, PENALTY AND INTEREST DUE (Sum of lines 4, 9 and 10)	\$ _____

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I declare that this report has been examined by me and to the best of my knowledge and belief is a true, correct and complete report.

Preparer's Name \_\_\_\_\_ Signature \_\_\_\_\_

Tax payment and reports are due on or before the last day of the calendar month following the month being reported. Please return this report and payment to the address listed below:

Business Tax Audit Unit  
Department of Finance  
City of Alexandria - Miscellaneous Tax  
Dept. 939  
Alexandria, VA 22334-0939

Telephone: (703) 838-3869